2024 Staff Excellence Award

Nomination Form

# Instructions

Complete this form (including the Summary and Nominations Letter sections below) and assemble it into a single PDF that includes the nominee’s curriculum vitae. Email this document to the Office of Finance and Administration (Mazen Shehat, [mshehat@sebs.rutgers.edu](mailto:mshehat@sebs.rutgers.edu)), no later than October 3, 2024.

# Candidate Information

## Candidate’s Name:

First M.I. Last

## Candidate’s Professional Title:

## Candidate’s Department/Unit:

## Candidate’s Work Phone: Candidate’s Work Email:

# Nominator Information

## Nominator’s Name:

First M.I. Last

## Nominator’s Professional/ Academic Title:

## Nominator’s Work Email:

# Criteria

This award is open to any Class 1 staff member with more than 3 years of service within the School of Environmental and Biological Sciences and/or the New Jersey Agricultural Experiment Station who has demonstrated extraordinary professional contributions and consistent positive impact within his/her/their department and across the university.

Candidates must demonstrate excellence in at least three of the following:

* Superior sustained service or a special one-time contribution to the mission of the unit or university.
* Excellence in the performance of job duties and responsibilities.
* Contribution to a positive, collaborative work environment.
* Exemplary service to others.
* Exceptional resourcefulness, innovation, or creativity.
* Consistently exceeds expectations in his/her/their dedication to the university and/or the community.

# Award Information

* This award may be bestowed to one nominee or to none of the nominees.
* The award winner will receive a monetary award of $1,000.
* The award winner will receive a commemorative certificate.
* The award winner will serve on the review committee for the following year's award.

# Summary

In space below, provide a summary statement (150 words or less) of how the nominee has met the criteria.

# Nomination Letter

Maximum of two pages. (More than two pages will not be accepted.)

## Nomination Letter continued

## Nomination Letter created by (name, title, department/unit)